

## AM005: AM Timekeeper

### INTRODUCTION

The *AM Timekeeper Business Process Guide* describes the role of the Timekeeper on the CI campus. This guide includes the following processes:

- **Absence Review** – ability to review department absences
  - Absence balances
  - Absences submitted through employee self-service (*This section will be added after we incorporate employee self-service into the implementation.*)
- **Absence Entry** – enter time for employees within your area of responsibility
- **Review Reported Absences** – Review time for employees within your area of responsibility before submitting to the Approver.
- **Absence Management Reports** – run reports to assist in the absence validation process:
  - Absence Activity
  - No Time Reported
  - Reported Absences

**A) Timekeeper Balance Inquiry**

Navigation: *Manager Self Service > Time Management > Timekeeper Balance Inquiry*

Processing Steps	Screen Shot
<p><b>1) <u>Balance Inquiry</u></b></p> <ul style="list-style-type: none"> <li>When you first use this page, you must press the "Refresh Employee List" button.</li> </ul>	 <p><b>Timekeeper Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> </p> <p>EmplID: <input type="text"/> </p> <p>Pay Group: <input type="text"/> </p> <p>Union Code: <input type="text"/> </p> <p>Payroll Status: Active <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> </p> <p>HR Status: Active <input type="text"/></p> <p><b>Refresh Employee List</b> Last Refresh was: 06/20/12</p>
<ul style="list-style-type: none"> <li>This dialogue box is displayed.</li> <li>Click on <b>OK</b>.</li> <li>It will take a few minutes for the system to refresh.</li> </ul>	<p><b>Building Security List of Employees - Press "OK" to Build List, or press CANCEL to use existing List</b></p> <p>This Process builds or rebuilds a List of Employees for whom you, as a Manager or Timekeeper are responsible. It is designed to improve performance, and only needs to be performed when something changes in that relationship, or the list is older than a set time (default 1 days) - in which case the list must be refreshed.</p> <p>Depending upon the number of Employees - it may take a some time to build.</p> <p>The system will enforce the build for the first time, as well as for lists older than the set time (default 1 days). The list may be refreshed manually at any time.</p> <p>Upon pressing "Refresh Employees", this message will be displayed. Press OK to Continue with the build, or Press CANCEL to go ahead without updating the list.</p> <p><b>OK</b> <b>Cancel</b></p>
<ul style="list-style-type: none"> <li>You will see that two new buttons appear at the bottom of the search box: <b>Search</b> and <b>Clear</b>.</li> </ul>	 <p><b>Timekeeper Balance Inquiry</b></p> <p>Search Criteria</p> <p>Department: <input type="text"/> </p> <p>EmplID: <input type="text"/> </p> <p>Pay Group: <input type="text"/> </p> <p>Union Code: <input type="text"/> </p> <p>Payroll Status: Active <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> </p> <p>HR Status: Active <input type="text"/></p> <p><b>Search</b> <b>Clear</b> <b>Refresh Employee List</b> Last Refresh was: 06/21/12</p>

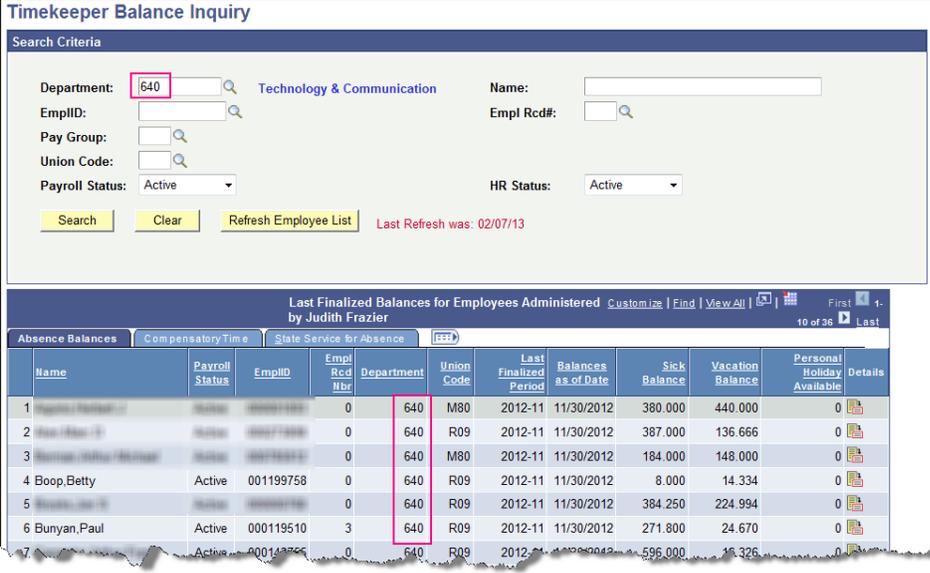
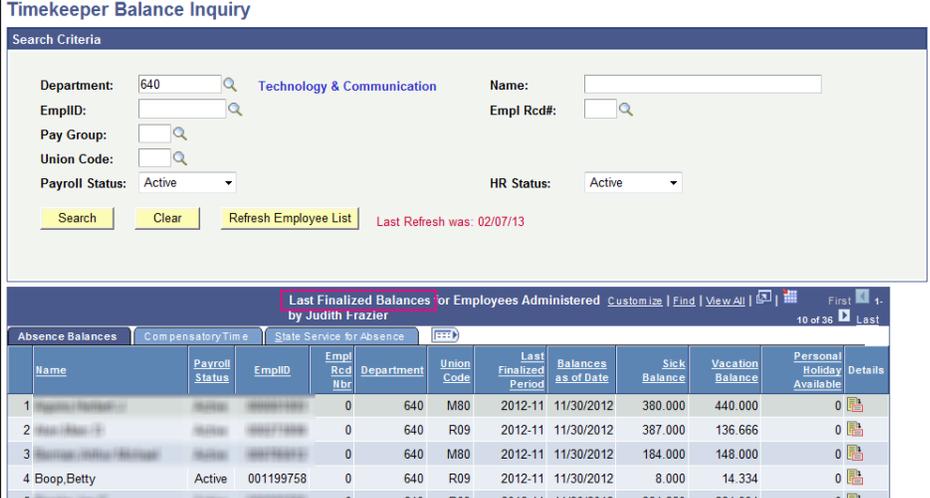
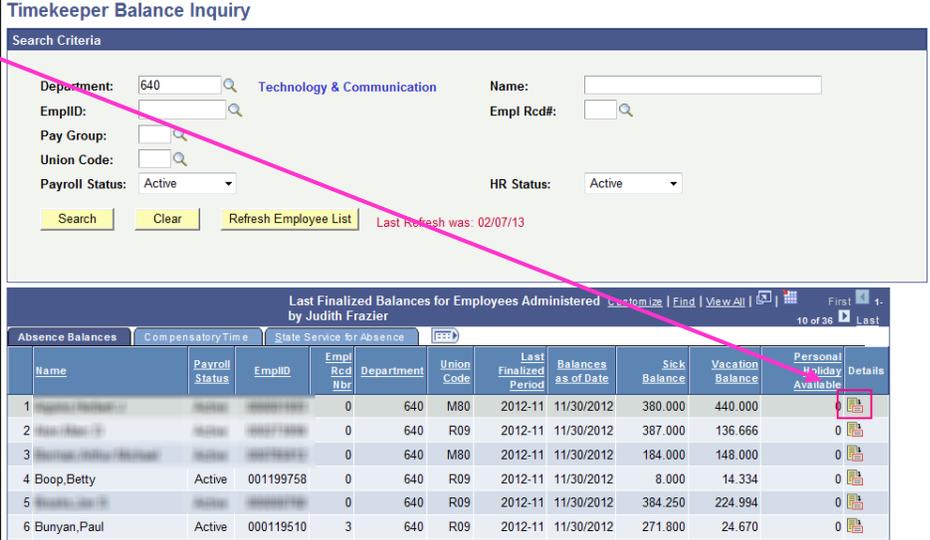
## Balance Inquiry (continued)

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<ul style="list-style-type: none"> <li>Use the search page to filter employees by department or individual ID number/name</li> <li>Click on the magnifying glass next to each field to see a drop down list of valid values for each field. (i.e.: Click on the magnifying glass next to <b>Department</b>. You will see a listing of departments within your area of responsibility.)</li> <li>After entering the fields on which you want your information filtered, click on the <b>Search</b> button.</li> </ul>	<div data-bbox="581 260 1523 583"> <h3>Timekeeper Balance Inquiry</h3> <p>Search Criteria</p> <p>Department: <input type="text"/> </p> <p>EmplID: <input type="text"/> </p> <p>Pay Group: <input type="text"/> </p> <p>Union Code: <input type="text"/> </p> <p>Payroll Status: Active <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Empl Rcd#: <input type="text"/> </p> <p>HR Status: Active <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/> Last Refresh was: 06/21/12</p> <p><a href="#">Graduated Vacation Chart</a></p> </div> <div data-bbox="581 659 1523 1474"> <h3>Look Up</h3> <h4>Look Up Department</h4> <p>SetID: CICMP</p> <p>Department: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Short Description: begins with <input type="text"/></p> <p>Manager ID: begins with <input type="text"/> </p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <h4>Search Results</h4> <p>View 100 First 1-5 of 5 Last</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> <th>Short Description</th> <th>Manager ID</th> </tr> </thead> <tbody> <tr> <td>610</td> <td>Technology &amp; Communication</td> <td>Technology</td> <td>(blank)</td> </tr> <tr> <td>620</td> <td>Information Management</td> <td>Info Mgt</td> <td>(blank)</td> </tr> <tr> <td>630</td> <td>Technology Infrastructure</td> <td>TECH INFR</td> <td>(blank)</td> </tr> <tr> <td>640</td> <td>Technology &amp; Communication</td> <td>TechCommun</td> <td>(blank)</td> </tr> <tr> <td>707</td> <td>Communication &amp; Marketing</td> <td>Comm Marke</td> <td>000003290</td> </tr> </tbody> </table> </div>	Department	Description	Short Description	Manager ID	610	Technology & Communication	Technology	(blank)	620	Information Management	Info Mgt	(blank)	630	Technology Infrastructure	TECH INFR	(blank)	640	Technology & Communication	TechCommun	(blank)	707	Communication & Marketing	Comm Marke	000003290
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## B) Absence Entry

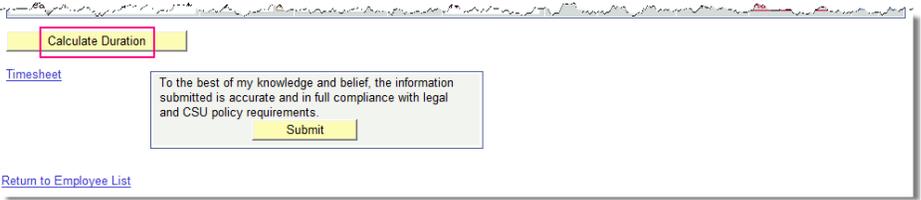
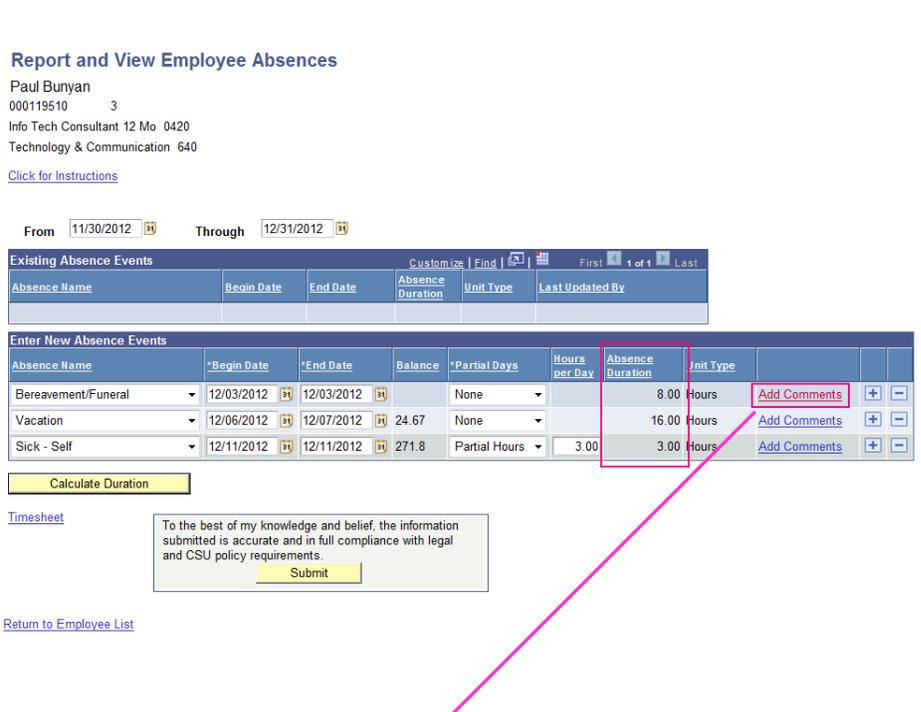
Navigation: *Manager Self Service > Time Management > Report Time > Timekeeper Absence Entry*

Processing Steps	Screen Shot																																																																													
<p><b>2) <u>ABSENCE ENTRY</u></b></p> <ul style="list-style-type: none"> <li>This page displays listing all employees within the Timekeepers responsibility.</li> <li>Click on the <b>View All</b> hyperlink to expand the number of employees displayed.</li> <li>Notice that this display is showing that <b>1-25</b> employees out of a list of <b>40</b> are now displayed.</li> <li>Click on any header to sort employees. (i.e.: Click on "Name" to put list in alpha order, or click on "DeptID" to sort list by department.</li> <li>In the "Select" column, click on the checkbox next to the employee for whom you wish to enter absences.</li> <li>Click on the "Continue" button at the bottom of the page.</li> </ul>	<p><b>Timekeeper Absence Entry</b></p> <p><a href="#">Click for Instructions</a></p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Empl Rec'd</th> <th>Current Period Absence</th> <th>Name</th> <th>Status</th> <th>Dept ID</th> <th>Dept Name</th> <th>Position</th> <th>Job Code</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>00011950 0</td> <td>None</td> <td>None</td> <td>Bunyan, Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00000833</td> <td>3312</td> <td>Administrator II</td> </tr> <tr> <td><input type="checkbox"/></td> <td>00011950 0</td> <td>None</td> <td>None</td> <td>Bunyan, Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00001135</td> <td>0400</td> <td>Analyst/Programmer 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>001199758 0</td> <td>None</td> <td>None</td> <td>Boop, Betty</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00000112</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>00000781 0</td> <td>None</td> <td>None</td> <td>Bunyan, Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00001424</td> <td>0440</td> <td>Equip Systems Specialist 12 Mo</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>000119510 3</td> <td>Sub</td> <td>None</td> <td>Bunyan, Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00000781</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>00000765 0</td> <td>None</td> <td>None</td> <td>Bunyan, Paul</td> <td>Active</td> <td>640</td> <td>Technology &amp; Communication</td> <td>00000765</td> <td>0420</td> <td>Info Tech Consultant 12 Mo</td> </tr> </tbody> </table> <p>Select All   Deselect All   Continue</p>	Select	Empl ID	Empl Rec'd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title	<input type="checkbox"/>	00011950 0	None	None	Bunyan, Paul	Active	640	Technology & Communication	00000833	3312	Administrator II	<input type="checkbox"/>	00011950 0	None	None	Bunyan, Paul	Active	640	Technology & Communication	00001135	0400	Analyst/Programmer 12 Mo	<input type="checkbox"/>	001199758 0	None	None	Boop, Betty	Active	640	Technology & Communication	00000112	0420	Info Tech Consultant 12 Mo	<input type="checkbox"/>	00000781 0	None	None	Bunyan, Paul	Active	640	Technology & Communication	00001424	0440	Equip Systems Specialist 12 Mo	<input checked="" type="checkbox"/>	000119510 3	Sub	None	Bunyan, Paul	Active	640	Technology & Communication	00000781	0420	Info Tech Consultant 12 Mo	<input type="checkbox"/>	00000765 0	None	None	Bunyan, Paul	Active	640	Technology & Communication	00000765	0420	Info Tech Consultant 12 Mo
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## Absence Entry (continued)

Processing Steps	Screen Shot																																																																				
<p><b>3) ENTER ABSENCE EVENT</b></p> <ul style="list-style-type: none"> <li>The employee's name, EmpID and Record Number, Job Title and Department display in the left corner of the page.</li> <li><b>From/Through:</b> These dates determine the absence entries that will display on this page. <b>From:</b> Enter the first day of the pay period <b>Through:</b> Enter the last day of the pay period.</li> <li><b>Absence Name:</b> Select the appropriate absence by clicking on the magnifying glass icon. Notice that when you select an absence, the balance (if applicable) will display.)</li> <li><b>Begin Date:</b> Enter the first day of the absence. (see note)</li> <li><b>End Date:</b> Enter the last day of the absence. (see note)</li> <li><b>Partial Hours:</b> Select "Partial Hours" if the absence was not for a full day. (See note)</li> <li><b>Hours per Day:</b> Enter "Partial Hours" taken, if applicable.</li> <li>To enter a new row, click on the "+" button at the far right end of the row.</li> </ul>	<div data-bbox="586 365 927 390"> <p><b>Report and View Employee Absences</b></p> </div> <div data-bbox="586 394 784 476"> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology &amp; Communication 640</p> </div> <div data-bbox="586 485 703 506"> <p><a href="#">Click for Instructions</a></p> </div> <div data-bbox="586 533 943 564"> <p>From 11/30/2012 Through 12/31/2012</p> </div> <div data-bbox="586 569 1300 646"> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <div data-bbox="586 653 1515 787"> <table border="1"> <thead> <tr> <th colspan="10">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>24.67</td> <td>None</td> <td> </td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>3.00</td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td> </td> <td>None</td> <td> </td> <td> </td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> </tbody> </table> </div> <div data-bbox="586 800 773 821"> <p>Calculate Duration</p> </div> <div data-bbox="586 835 647 854"> <p><a href="#">Timesheet</a></p> </div> <div data-bbox="737 842 1078 919"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p>Submit</p> </div> <div data-bbox="586 942 719 963"> <p><a href="#">Return to Employee List</a></p> </div> <div data-bbox="578 1117 656 1146"> <p><b>NOTE:</b></p> </div> <div data-bbox="646 1152 953 1182"> <p><b>Begin Date and End Date</b></p> </div> <div data-bbox="646 1180 1536 1295"> <p>If there is a break in the absence, enter each event separately. For example, if an employee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (i.e.: Thursday to Monday), enter one absence event.</p> </div> <div data-bbox="646 1312 812 1339"> <p><b>Partial Hours</b></p> </div> <div data-bbox="646 1339 1531 1514"> <p>The Partial Hours field is used to indicate an absence period that is less than one full day. For example, a non-exempt employee is taking two hours of Sick time to go to a dentist appointment, the employee would use the partial hours field to indicate the two hours, since it is less than a full day absence. If the Absence requires "Partial Hours", use the pull-down to select it and enter the number of hours in the "Hours per Day" field.</p> </div> <div data-bbox="646 1528 1531 1642"> <p><b>Hourly Employees:</b> It is required that Absence Entry for hourly employees always utilize the 'partial hours' field. Take hours reported for hourly employees are used to calculate the employee's qualification for state service, sick, and eligible vacation.</p> </div> <div data-bbox="646 1659 1531 1717"> <p><b>Exempt Employees:</b> It is required that Absences for exempt employees always be entered in full day increments – Exempt employees do not report partial days.</p> </div>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events										Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Vacation	12/06/2012	12/07/2012	24.67	None			Hours	<a href="#">Add Comments</a>	+ -	Sick - Self	12/11/2012	12/11/2012	271.8	Partial Hours	3.00		Hours	<a href="#">Add Comments</a>	+ -	Bereavement/Funeral	12/03/2012	12/03/2012		None			Hours	<a href="#">Add Comments</a>	+ -
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## Absence Entry (continued)

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<ul style="list-style-type: none"> <li>When you have completed your absence entry, click on the <b>Calculate Duration</b> button.</li> </ul>	 <p>The screenshot shows a yellow button labeled "Calculate Duration" at the top. Below it is a "Timesheet" section with a text box containing a disclaimer: "To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements." and a "Submit" button. At the bottom, there is a link "Return to Employee List".</p>
<ul style="list-style-type: none"> <li><b>Absence Duration:</b> This field will display once the "Calculate Duration" button is pushed. It shows the amounts of leave credits that will be used in this calendar cycle. <b>IMPORTANT!</b> Compare the <b>Absence Duration</b> against the <b>Balance</b> to ensure that the amount of time entered does not exceed the balance!</li> <li><b>Add Comments:</b> If the absence requires that a comment be entered, the "Add Comments" link will be highlighted in red. Click on the <b>Add Comments</b> link and a new dialogue box will appear. <ul style="list-style-type: none"> <li>Answer the question in the dialogue box</li> <li>Click on the <b>Save Comments</b> button.</li> <li>The "Add Comments" link changes to an "Edit Comments" link.</li> </ul> </li> </ul>	 <p>The screenshot shows the "Report and View Employee Absences" page for Paul Bunyan. It includes a date range filter (From 11/30/2012 Through 12/31/2012) and two tables. The "Existing Absence Events" table has columns for Absence Name, Begin Date, End Date, Absence Duration, Unit Type, and Last Updated By. The "Enter New Absence Events" table has columns for Absence Name, Begin Date, End Date, Balance, Partial Days, Hours per Day, Absence Duration, and Unit Type. The "Absence Duration" column in the second table is highlighted with a red box, and the "Add Comments" link for the "Sick - Self" row is also highlighted in red. Below the tables is a "Calculate Duration" button, a "Timesheet" section with a disclaimer and "Submit" button, and a "Return to Employee List" link.</p> <p><b>Absence Event Comments</b></p> <p>Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.</p> <p>Please enter relationship of the deceased: <b>Father</b></p> <p><b>Save Comments</b></p> <p><a href="#">Return to Entry Page</a></p>

## Absence Entry (continued)

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<ul style="list-style-type: none"> <li>Review the absences entered. If correct, click on the <b>Submit</b> button.</li> <li>Click on one of the three hyperlinks at the bottom of the page to proceed. <ul style="list-style-type: none"> <li><b>Return to Employee List:</b> Click on this link to go back to the full employee listing.</li> </ul> </li> </ul>	<p><b>Report and View Employee Absences</b></p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1"> <thead> <tr> <th colspan="6">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="10">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td></td> <td>None</td> <td></td> <td>8.00</td> <td>Hours</td> <td>Edit Comments</td> <td>+ -</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>24.67</td> <td>None</td> <td></td> <td>16.00</td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>271.8</td> <td>Partial Hours</td> <td>3.00</td> <td>3.00</td> <td>Hours</td> <td>Add Comments</td> <td>+ -</td> </tr> </tbody> </table> <p>Calculate Duration</p> <p><a href="#">Timesheet</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p>To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;"><b>Submit</b></p> </div> <p><a href="#">Return to Employee List</a></p>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events										Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Bereavement/Funeral	12/03/2012	12/03/2012		None		8.00	Hours	Edit Comments	+ -	Vacation	12/06/2012	12/07/2012	24.67	None		16.00	Hours	Add Comments	+ -	Sick - Self	12/11/2012	12/11/2012	271.8	Partial Hours	3.00	3.00	Hours	Add Comments	+ -
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<ul style="list-style-type: none"> <li><b>Confirmation:</b> The system will validate the absence data entered. This will display if entry was successful.</li> <li>Click on <b>OK</b> button.</li> </ul>	<p><b>Submit Confirmation</b></p> <p>✓ The Absence(s) were submitted successfully.</p> <p style="text-align: center;"><b>OK</b></p>																																																																				
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## Absence Entry (continued)

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<ul style="list-style-type: none"> <li>Employee absence data on the <i>Timekeeper Absence Entry</i> page can be modified as much as necessary during the open cycle, before the Payroll deadline.</li> <li>To delete a row of data in the <b>Existing Absence Events</b> section, click on the trash can icon.</li> <li>A dialogue box will appear making sure that you intended to delete the absence event.</li> </ul>	<p><b>Report and View Employee Absences</b></p> <p>Paul Bunyan 000119510 3 Info Tech Consultant 12 Mo 0420 Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From <input type="text" value="11/30/2012"/> Through <input type="text" value="12/31/2012"/></p> <table border="1"> <thead> <tr> <th colspan="7">Existing Absence Events</th> <th>Customize</th> <th>Find</th> <th>First</th> <th>1-3 of 3</th> <th>Last</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Absence Status</th> <th>Last Updated By</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Bereavement/Funeral</td> <td>12/03/2012</td> <td>12/03/2012</td> <td>8.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/07/2012</td> <td>16.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sick - Self</td> <td>12/11/2012</td> <td>12/11/2012</td> <td>3.00 Hours</td> <td></td> <td>Reviewed</td> <td>Judy Frazier</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>(Invalid Value)</td> <td><input type="text" value="01/01/2013"/></td> <td><input type="text" value="01/30/2013"/></td> <td></td> <td></td> <td></td> <td><a href="#">Add Comments</a> <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><b>Confirm Delete</b></p> <p><input checked="" type="checkbox"/> Click <b>Yes</b> to Delete this Absence Event</p> <p>Absence: <b>Sick - Self</b> Begins: <b>12/11/2012</b> Ends: <b>12/11/2012</b></p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>	Existing Absence Events							Customize	Find	First	1-3 of 3	Last	Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By						Bereavement/Funeral	12/03/2012	12/03/2012	8.00 Hours		Reviewed	Judy Frazier						Vacation	12/06/2012	12/07/2012	16.00 Hours		Reviewed	Judy Frazier						Sick - Self	12/11/2012	12/11/2012	3.00 Hours		Reviewed	Judy Frazier						Enter New Absence Events							Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type			(Invalid Value)	<input type="text" value="01/01/2013"/>	<input type="text" value="01/30/2013"/>				<a href="#">Add Comments</a> <input type="button" value="+"/> <input type="button" value="-"/>
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Sick - Self	<input type="text" value="12/11/2012"/>	<input type="text" value="12/11/2012"/>	271.8	Partial Days	5.00	5.00 Hours		<a href="#">Add Comments</a> <input type="button" value="+"/> <input type="button" value="-"/>																																																																										

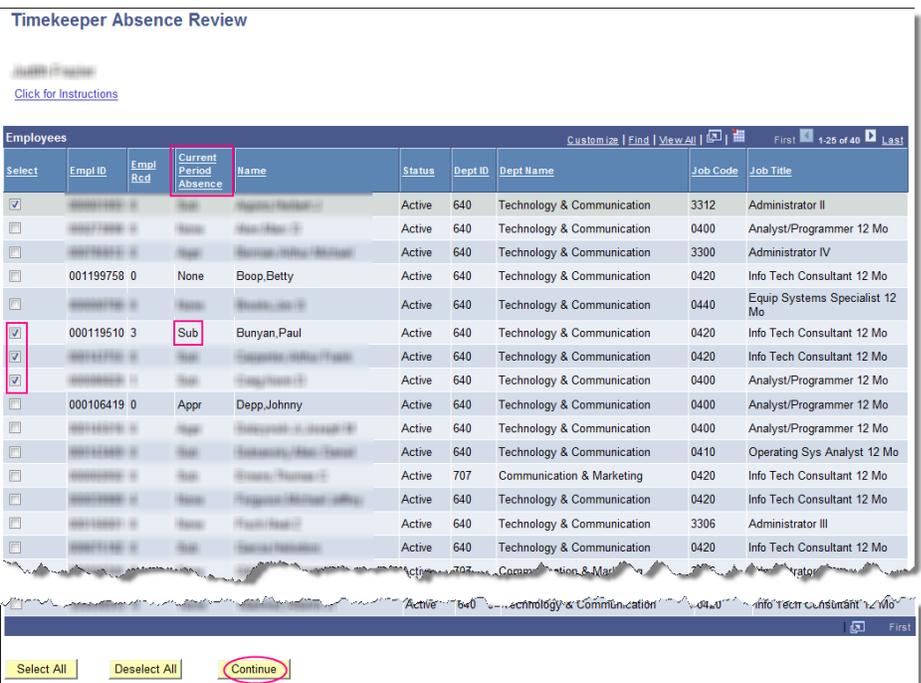
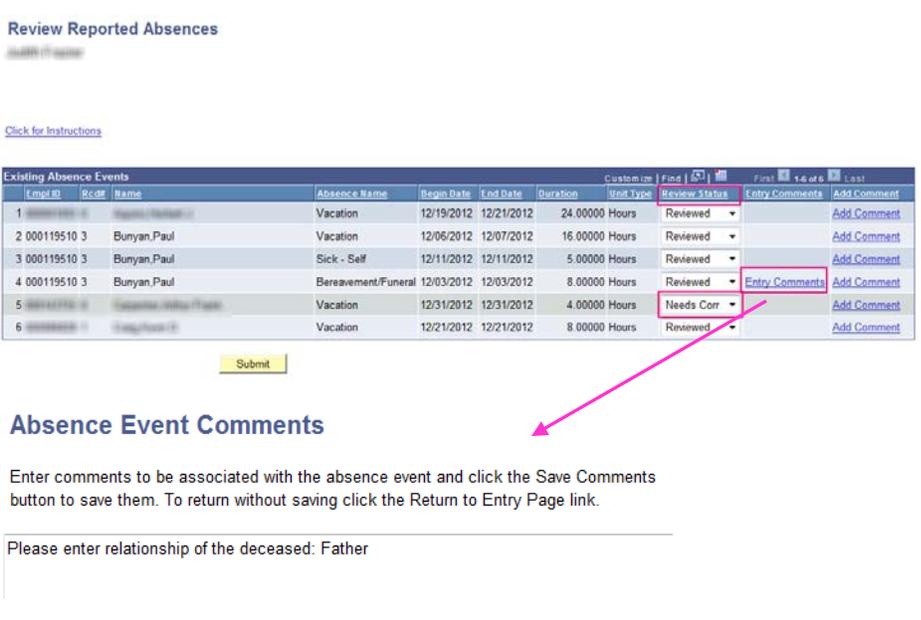


## Absence Entry Errors (continued)

Processing Steps	Screen Shot																																																																				
<ul style="list-style-type: none"> <li>You can sometimes use other eligible leave credits to bring the employee up to full pay. (i.e.: Use Personal Holiday or Vacation for Sick time).</li> </ul> <p><b>NOTE:</b> Sick leave credits can ONLY be used to cover sick days.</p> <ul style="list-style-type: none"> <li>This is one example of properly entered time to make up a portion of this employee's 2<sup>nd</sup> and 3<sup>rd</sup> day of sick absence by using vacation days.</li> <li>Notice that there is still a balance of .334 hours that were not used to cover any more sick time.</li> </ul> <p><i>Vacation &amp; Sick absences can only be used by half-hour increments.</i></p>	<p style="text-align: center;"><b>Report and View Employee Absences</b></p> <p>Betty Boop 001199758 0 Info Tech Consultant 12 Mo 0420 Technology &amp; Communication 640</p> <p><a href="#">Click for Instructions</a></p> <p>From 11/30/2012 Through 12/31/2012</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: left;">Existing Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>Begin Date</th> <th>End Date</th> <th>Absence Duration</th> <th>Unit Type</th> <th>Last Updated By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="text-align: left;">Enter New Absence Events</th> </tr> <tr> <th>Absence Name</th> <th>*Begin Date</th> <th>*End Date</th> <th>Balance</th> <th>*Partial Days</th> <th>Hours per Day</th> <th>Absence Duration</th> <th>Unit Type</th> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td>Sick - Self</td> <td>12/05/2012</td> <td>12/05/2012</td> <td>8</td> <td>None</td> <td> </td> <td>8.00</td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Vacation</td> <td>12/06/2012</td> <td>12/06/2012</td> <td>14.334</td> <td>None</td> <td> </td> <td>8.00</td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> <tr> <td>Vacation</td> <td>12/07/2012</td> <td>12/07/2012</td> <td>6.334</td> <td>Partial Hours</td> <td>6.00</td> <td>6.00</td> <td>Hours</td> <td><a href="#">Add Comments</a></td> <td>+ -</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Calculate Duration"/></p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p style="font-size: small;">To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>	Existing Absence Events						Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By							Enter New Absence Events										Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type			Sick - Self	12/05/2012	12/05/2012	8	None		8.00	Hours	<a href="#">Add Comments</a>	+ -	Vacation	12/06/2012	12/06/2012	14.334	None		8.00	Hours	<a href="#">Add Comments</a>	+ -	Vacation	12/07/2012	12/07/2012	6.334	Partial Hours	6.00	6.00	Hours	<a href="#">Add Comments</a>	+ -
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<ul style="list-style-type: none"> <li>Other error messages that may appear:</li> <li>Watch your dates. They generally cannot be duplicated or overlap.</li> <li>You will receive an error if you enter dates that fall on weekends or scheduled days off.</li> </ul>	<p style="color: red; font-weight: bold;">ERROR! The absence entered cannot be entered twice for the same day.</p> <p style="color: red; font-weight: bold;">ERROR! The Absence entered cannot have an end date that is on an unscheduled day.</p>																																																																				

## C) Review Reported Absences

Navigation: *Manager Self Service > Time Management > Approve Time and Exceptions > Timekeeper Absence Review*

Processing Steps	Screen Shot
<p>1) <b>REVIEW ABSENCES:</b></p> <ul style="list-style-type: none"> <li> <b>Current Period Absence:</b> Notice the value, <i>Sub</i> next to some of the employee names. This indicates that time has been submitted by/for this employee, and needs approval.           <p>If you click on the <b>Current Period Absence</b> link at the top of the column, the column will re-sort.</p> </li> <li>Click on the checkbox next to the EmplID in the <b>Select</b> column to select the employee(s) time that you wish to review.</li> </ul>	
<ul style="list-style-type: none"> <li>The reported absences for the selections that you made on the previous page will display.           <p>(The <b>Review Status</b> field is used when time is entered via self-service.)</p> <p>Under review status, you can request for an employee to review and correct his/her absences.</p> </li> <li>You can also review comments entered, or add comments on this page.</li> </ul>	

## D) Absence Management Reports

Timekeepers have access to Absence Management reports based on the security structure defined for them within the Absence Management system.

In addition to the validations that occur at the time of entry in Absence Management Self Service, it is recommended that Absence Management activity is validated by the Timekeeper as part of their review.

### Timekeeper Reports

- **Absence Activity** – Report is run by employee or department. Snapshot of Absence activity by employee. Includes Absences takes, balances, and adjustments.
- **No Time Reported** – Report is run by department each Absence period. Identifies Absence Management eligible employees who have not reported any absences.
- **Reported Absences** – Report is run by employee or department for a specified period. Summary of reported absences by employee.

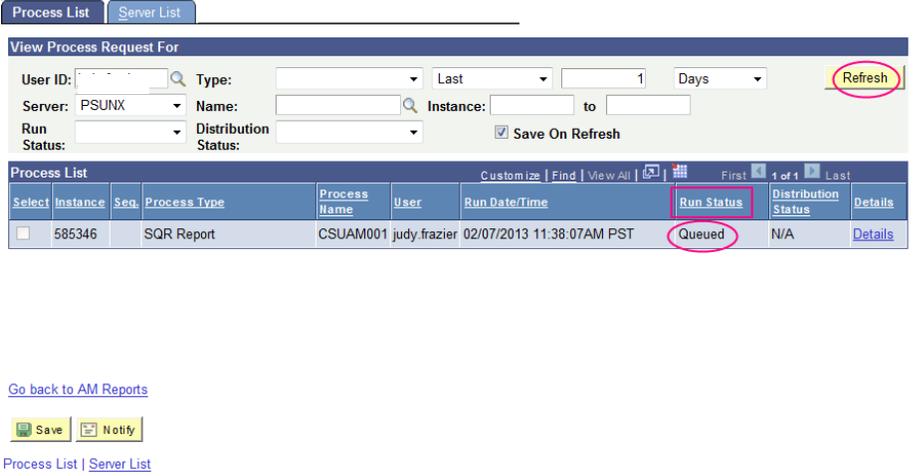
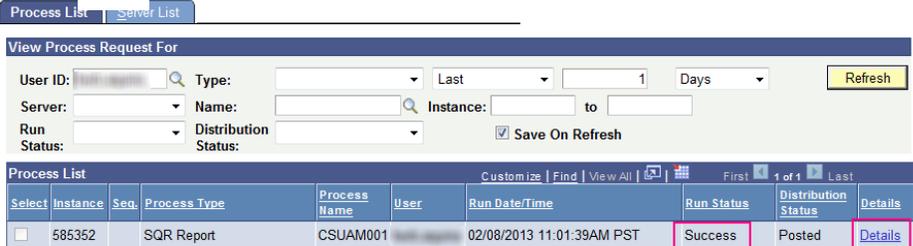
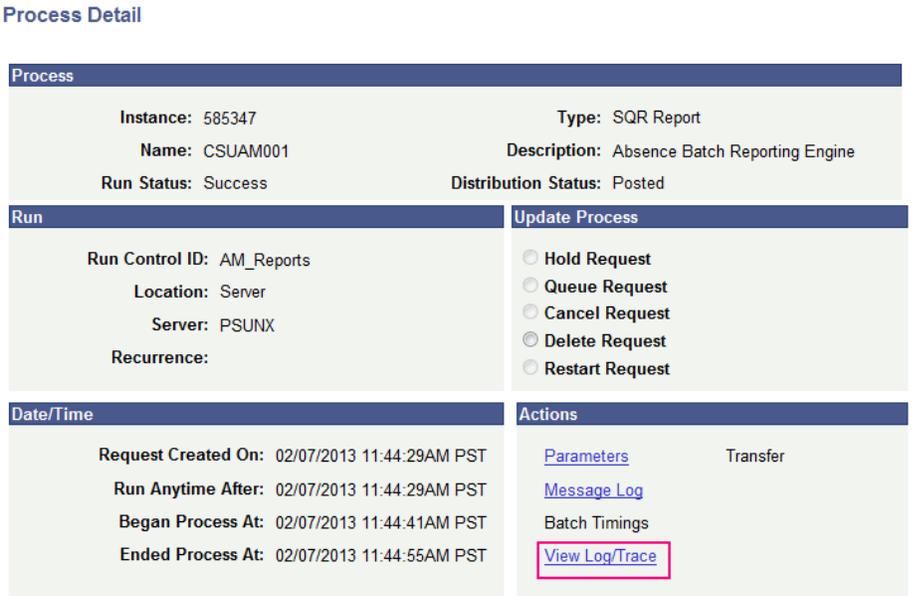
**Navigation:** *Global Payroll & Absence Management > CSU Absence Management > CSU – AM Inquiry > Multi Report*

Processing Steps	Screen Shot
<p><b><u>CREATE A RUN CONTROL</u></b></p> <ul style="list-style-type: none"> <li>• <i>Apply this step for your first process only.</i></li> <li>• Click on the "Add a New Value" tab</li> <li>• <b>Run Control ID:</b> Create a new Run Control. (i.e.: AM_Reports)</li> <li>• Click on the <b>Add</b> button.</li> </ul>	 <p><b>AM Reports</b></p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text"/></p> <p>Add</p>
<p><b>1) <u>SELECT A RUN CONTROL</u></b></p> <ul style="list-style-type: none"> <li>• Use the <b>Search</b> button to bring up a listing of all of your Run Controls.</li> <li>• Select the Run Control for the AM Reports process.</li> </ul>	 <p><b>AM Reports</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Run Control ID: begins with <input type="text"/></p> <p>Search Clear Basic Search Save Search Criteria</p>

**Timekeeper – Reports (continued)**

Processing Steps	Screen Shot												
<p><b>2) RUN REPORT</b></p> <ul style="list-style-type: none"> <li>• The report Run Control is displayed.</li> <li>• <u>Absence Report Search</u>:             <ul style="list-style-type: none"> <li>○ Complete the fields that will isolate the employees that you want to view (i.e.: Department)</li> <li>○ <b>Empl ID</b>: Completing this field will result in data for that particular employee.</li> <li>○ <b>Empl Rcd#</b>: Further filters out data to include only one record for an employee.</li> <li>○ <b>CSU Unit</b>: Filter by Reporting Unit</li> <li>○ <b>Department</b>: Filter by department code</li> <li>○ <b>Period ID</b>: Filter by pay period (This filter will be important once we have a lot of history in the system)</li> </ul> </li> <li>• <u>Monthly Processing Reports</u>:             <ul style="list-style-type: none"> <li>○ Check the boxes of the reports that you would like to run. Multiple reports can be generated at the same time.                 <ul style="list-style-type: none"> <li>▪ <b>No Leave Taken</b>: Lists employees who have not submitted anything for the period identified</li> <li>▪ <b>Reported Absences</b>: Lists all of the reported absences for the period identified</li> <li>▪ <b>Reported Absences Not Approved</b>: Lists all absences without manager approvals</li> </ul> </li> </ul> </li> <li>• Click on the <b>Submit</b> button to start processing.</li> <li>• Click on the <b>Process Monitor</b> link to monitor the report processing.</li> </ul>	<p><b>CSU Absence Management - Multi Reports</b></p> <p>Report Control ID: AM_Reports <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <a href="#">Submit</a></p> <p><b>Absence Report Search</b></p> <p>Empl ID: <input type="text"/> <input type="button" value="Q"/></p> <p>Empl Rcd#: <input type="text"/> <input type="button" value="Q"/></p> <p>CSU Unit: <input type="text"/> <input type="button" value="Q"/></p> <p>Department: 640 <input type="button" value="Q"/> Technology &amp; Communication</p> <p>Period ID: 2012-12 <input type="button" value="Q"/> Ending Period ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Clear"/></p> <p>* Click on hyperlink for online query reporting          * Check box(es) to include in report run</p> <p>▼ Monthly Processing</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">No Leave Taken</a></td> <td><input checked="" type="checkbox"/></td> <td><a href="#">Select All</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Reported Absences</a></td> <td><input type="checkbox"/></td> <td><a href="#">Clear All</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">Reported Absences Not Approved</a></td> <td></td> <td></td> </tr> </table> <p><input type="button" value="Save"/></p>	<input checked="" type="checkbox"/>	<a href="#">No Leave Taken</a>	<input checked="" type="checkbox"/>	<a href="#">Select All</a>	<input checked="" type="checkbox"/>	<a href="#">Reported Absences</a>	<input type="checkbox"/>	<a href="#">Clear All</a>	<input checked="" type="checkbox"/>	<a href="#">Reported Absences Not Approved</a>		
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<input checked="" type="checkbox"/>	<a href="#">Reported Absences Not Approved</a>												

*Timekeeper – Reports (continued)*

Processing Steps	Screen Shot
<p><b>3) MONITOR PROCESS</b></p> <ul style="list-style-type: none"> <li>The report Process List is displayed.</li> <li>The <b>Run Status</b> will initially display as “Queued”.</li> <li>As the process runs, if you click on the <b>Refresh</b> button, you will see the <b>Run Status</b> change. Make sure it runs to “Success.”</li> <li>Once the process has successfully run, click on the <b>Details</b> link.</li> </ul>	 <p>The screenshot shows the 'Process List' tab selected. The 'View Process Request For' section includes fields for User ID, Type, Last, Days, Server (PSUNX), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is circled in red. Below is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows Instance 585346, Process Type SQR Report, Process Name CSUAM001, User judy.frazier, Run Date/Time 02/07/2013 11:38:07AM PST, Run Status Queued (circled in red), and Distribution Status N/A. A 'Details' link is visible for this row. At the bottom, there are 'Save' and 'Notify' buttons and a link to 'Process List   Server List'.</p>
<ul style="list-style-type: none"> <li>Once the process has successfully run, click on the <b>Details</b> link.</li> </ul>	 <p>This screenshot is similar to the previous one but shows the process instance 585352. The 'Run Status' is now 'Success' (circled in red) and the 'Distribution Status' is 'Posted' (circled in red). The 'Details' link is also circled in red.</p>
<ul style="list-style-type: none"> <li>Click on the <b>View Log/Trace</b> link</li> </ul>	 <p>The screenshot shows the 'Process Detail' page. It displays information for Instance 585347, Type SQR Report, Name CSUAM001, Description Absence Batch Reporting Engine, Run Status Success, and Distribution Status Posted. Below this, there are sections for 'Run' (Run Control ID: AM_Reports, Location: Server, Server: PSUNX, Recurrence:), 'Date/Time' (Request Created On: 02/07/2013 11:44:29AM PST, Run Anytime After: 02/07/2013 11:44:29AM PST, Began Process At: 02/07/2013 11:44:41AM PST, Ended Process At: 02/07/2013 11:44:55AM PST), and 'Update Process' (Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request). At the bottom, there are 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace' (circled in red) links.</p>

*Timekeeper – Reports (continued)*

Processing Steps	Screen Shot																						
<p><b>4) VIEW REPORT(S)</b></p> <ul style="list-style-type: none"> <li>The reports that you selected will be listed as .csv files.</li> </ul> <p>Click on the report you wish to open.</p>	<p><a href="#">View Log/Trace</a></p> <div data-bbox="597 310 1409 466"> <p><b>Report</b></p> <p><b>Report ID:</b> 85866      <b>Process Instance:</b> 585352      <a href="#">Message Log</a></p> <p><b>Name:</b> CSUAM001      <b>Process Type:</b> SQR Report</p> <p><b>Run Status:</b> Success</p> </div> <p>Absence Batch Reporting Engine</p> <div data-bbox="597 495 1409 562"> <p><b>Distribution Details</b></p> <p><b>Distribution Node:</b> HACIPRJ      <b>Expiration Date:</b> 03/25/2013</p> </div> <div data-bbox="597 579 1507 785"> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">CSUAM001_ABS_NOT_APPROVED_585352.csv</a></td> <td>2,336</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">CSUAM001_NO_LEAVE_TAKEN_585352.csv</a></td> <td>726</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">CSUAM001_REPORTED_ABS_585352.csv</a></td> <td>2,526</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">SQR_CSUAM001_585352.log</a></td> <td>1,654</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> <tr> <td><a href="#">csuam001_585352.out</a></td> <td>2,586</td> <td>02/08/2013 11:02:00.970748AM PST</td> </tr> </tbody> </table> </div> <div data-bbox="597 793 1409 886"> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>haci@equinox</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	<a href="#">CSUAM001_ABS_NOT_APPROVED_585352.csv</a>	2,336	02/08/2013 11:02:00.970748AM PST	<a href="#">CSUAM001_NO_LEAVE_TAKEN_585352.csv</a>	726	02/08/2013 11:02:00.970748AM PST	<a href="#">CSUAM001_REPORTED_ABS_585352.csv</a>	2,526	02/08/2013 11:02:00.970748AM PST	<a href="#">SQR_CSUAM001_585352.log</a>	1,654	02/08/2013 11:02:00.970748AM PST	<a href="#">csuam001_585352.out</a>	2,586	02/08/2013 11:02:00.970748AM PST	Distribution ID Type	Distribution ID	User	haci@equinox
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